



AUGUST 2004

**UNITED STATES ARMY  
SOLDIER SUPPORT INSTITUTE  
ADJUTANT GENERAL SCHOOL**

**PROCESS SGT/SSG PROMOTIONS**

# **Practical Exercise 3**

**(DO NOT WRITE IN THIS BOOKLET)**

### PRACTICAL EXERCISE SHEET 3

Title	Process SGT/SSG Promotions						
Lesson Number/Title	CAA2A601 version 1 / PROCESS SGT/SSG PROMOTIONS						
Introduction							
Motivator	<p><b>ATTENTION:</b> As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resources Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the Soldiers of the unit.</p> <p><b>MOTIVATION:</b> Everyone is affected by promotions; during this lesson you will learn the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the Soldiers of your unit.</p>						
Terminal Learning Objective	<p><b>NOTE:</b> Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td><b>Action:</b></td><td>Process SGT/SSG Promotion Actions</td></tr><tr><td><b>Conditions:</b></td><td>Given AR 600-8-19</td></tr><tr><td><b>Standards:</b></td><td>Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Performed Final Promotion Actions.</td></tr></table>	<b>Action:</b>	Process SGT/SSG Promotion Actions	<b>Conditions:</b>	Given AR 600-8-19	<b>Standards:</b>	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Performed Final Promotion Actions.
<b>Action:</b>	Process SGT/SSG Promotion Actions						
<b>Conditions:</b>	Given AR 600-8-19						
<b>Standards:</b>	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Performed Final Promotion Actions.						
Safety Requirements	Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.						
Risk Assessment Level	Low						
Environmental Considerations	None						
Evaluation	The PE contains 8 multiple-choice questions.						
Instructional Lead-In	Recently you were given blocks of instruction on how to Process SGT/SSG Promotions; today we will take a practical exercise on performing promotion board actions.						
Instructor Material	AR 600-8-19						
Student	AR 600-8-19, answer sheet, pencil and paper.						

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**Material**

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**Special  
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Perform Promotion Board Actions.

MATERIALS REQUIRED:

AR 600-8-19

INSTRUCTIONS:

a. Ensure your name, social security number, class number and date are on the answer sheet.

b. This exercise has eight multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 20 minutes to complete this exercise.

c. All questions have only one answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.

d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.

e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

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### **PRACTICE EXERCISE 3**

#### Perform Promotion Board Actions

**SITUATION:** Today is 1 May 2008 and you are the enlisted promotions clerk. Your Human Resource Sergeant has received the names of those selected as members for the upcoming promotion board from the promotion authority.

**REQUIREMENTS:** Answer 8 questions utilizing the knowledge learned in the previous learning activity.

1. Who will appoint the voting members and the recorder of the promotion board?
  1. The unit commander.
  2. The promotion authority.
  3. The unit commander and 1SG.
  4. The Personnel Service Battalion.
  
2. Who prepares the memorandum of appointment of board members for the promotion authority signature?
  1. The BNS1.
  2. The unit commander.
  3. The President of the Board.
  4. The Personnel Service Battalion.
  
3. The promotion board may be split into how many panels?
  1. Two or more panels.
  2. Three or more panels.
  3. Four or more panels.
  4. Five or more panels.
  
4. Voting promotion board members must consist of which of the following?
  1. An odd number of voting members, minimum of 3.
  2. An odd number of voting members, minimum of 4.
  3. An even number of voting members, minimum of 5.
  4. An even number of voting members, minimum of 8.
  
5. Promotion boards will be conducted by which day of the month?
  1. 10<sup>th</sup>
  2. 15<sup>th</sup>
  3. 20<sup>th</sup>
  4. By the last duty day of the month

6. What Table lists the steps for conducting promotion boards?
  1. Table 3-5
  2. Table 3-6
  3. Table 3-7
  4. Table 3-17
  
7. When the board consists of more than one panel, who will not be a voting member of either panel?
  1. The BNS1
  2. The unit commander
  3. The President of the Board
  4. The Human Resources Sergeant
  
8. Which board member(s) **isn't** required to be senior in grade to those being considered for promotion?
  1. All officers
  2. The board recorder
  3. The President of the Board
  4. All noncommissioned officers